

# MUNICIPAL OVERVIEW, DEMOGRAPHICS, PROBLEMS, PRIOTITIES PLUS INVESTMENT PLAN



2008/9

## OVERVIEW OF THE MUNICIPALITY, ITS PEOPLE, PROBLEMS AND KEY INVESTMENT PROPOSALS

Mfolozi (formerly Mbonambi) Municipality is situated within the uThungulu District Municipality in the north-east of KwaZulu-Natal and covers an area of approximately 1,209km<sup>2</sup>. It is one of six municipalities within the District Municipality. The N2 national road passes through the Municipality which connects it to major towns such as Richards Bay and Durban. The significance of this road to the Municipality is that it serves as the major economic corridor in the area.

The municipality has an estimated population size of 106, 943 of which 53% are women. The average population density is estimated at 88 people per km<sup>2</sup>.

The Municipality is adjacent to Richards Bay and Empangeni Complex. Its borders are: the Indian Ocean to the east; Umfolozi River to the north; Mhlana Tribal Authority to west and UMhlathuze Municipality to the south. It is characterized by three geographical districts portions which are: coastal: Sokhulu-Mbonambi Traditional Authorities; Commercial Plantations along the N2 and Mhlana Traditional Authority to the west.

The following provides a summary of household related data for the Mbonambi Local Municipality based on the latest Census data:

POPULATION	106,943
HOUSEHOLDS	20,437
AV. HH SIZE	5.23

The **major town** in the Mfolozi Municipality is KwaMbonambi town. It is primarily a residential town with limited services and facilities and few employment opportunities. Plans are in place to boost the retail sector of the town to cater for the needs of local people. A number of emerging centres have been identified and added to the existing established service and administrative centres, in order to improve service delivery to these towns and their hinterlands, and to promote local economic development. The Municipality further intends to establish and expand the administrative and service delivery functions of these towns which hopefully will serve to attract other investment in response to the concentration of facilities and people.

The District is well endowed with **natural resources**. Some of these include Dawson's Rock, Lake Nhlabane, and its terminus in Nhlabane estuary which are located in the north of the District and south of Maphelane. This beautiful stretch of coastline is relatively unknown and mostly inaccessible from the nearby N2, and has been identified as a potential coastal destination. Mapelane Reserve is located at the southern extremity of the isiMangaliso Wetland Park, a proclaimed a World Heritage Site.

UThungulu District Municipality is the **Water** Services Provider for the District Municipality. The roll-out of free basic services (i.e. 6kl of free water per household per month) is closely

linked to the roll-out of the UDM Water Services Development Plan. In the areas of the municipality which are covered by water schemes and reticulation, free water is made available to households at 6kl per household per month.

**Electricity** is supplied in bulk by Eskom who also provide the reticulation to informal settlements. Most of the households in the traditional areas have inadequate access to electricity. The UDM has prepared an Energy Sector Plan which has identified primary areas for supply for the elimination of the electricity backlog on an incremental basis.

UThungulu District Municipality has prepared a **Community Service Sector Plan**. An extensive analysis has been undertaken, and will continue to be undertaken as information becomes available, on backlogs in the education and health sectors in particular as well as on other community facilities available in the Municipal area.

The Mbonambi Locality is located near the Richards Bay Empangeni cluster. The close proximity of this Municipality to this significant cluster in Northern KZN allows the Municipality to benefit from the trickle-down effects of development from this cluster, but it also has negative effects in that businesses attracted to the harbour facilities may well opt to situate themselves.

The Municipality completed its LED Plan and through this document it has identified sectors of the economy that need to be strengthened. Among other things noted:

- The need to strengthen the private sector involvement in the economy of the area especially
- Tourism **must** be used as a development instrument for the empowerment of previously disadvantaged people.
- Tourism should support the economic, social, and environmental goals of the Municipality.

The following are some of the socio-economic development issues of the Municipality:

- **N2:** Municipality will tap more on the development potential presented by the N2 which traverses the Municipal area
- **Employment and Poverty:** employment in 2001 was 41% and unemployment 59%. The poorest households reside in Wards 12 and 13. In these wards, more than 85% of the households earned less than R1, 600 per month (in 2001). 78% of all households earned less than R19,200 per annum in 2001. This situation has economic as well as social impacts.
- **Lack of Diversity in the Employment Sector:** most people are employed in the primary sector. There is a need for diversification in the local economy.
- **Infrastructural Backlogs:** More than 49% percent of households is living below the RDP standard in terms of water, whilst more than 67% of households is living below the RDP standard in terms of sanitation (UDM WSDP – 2004/2005 Actual percentages).
- **Lack of Social and Economic Investment:**
  - in the proposed SDF nodes;
  - in Sokhulu and Mbonambi TA areas in respect of agriculture;
  - commercial, industrial and residential development (particularly in the KwaMbonambi urban node);
  - health facilities in municipal area;

- community halls and sport facilities in Mhlana TA area;
- municipal cemetery/ies;
- land reform (complicated by TA setup);
- tourism development – particularly along coast line;
- housing backlog of 7,502 units; and
- 57% of population is less than 20 years of age – this component of the municipality's population require certain types of services and facilities e.g. youth focused LED, education facilities, sport facilities, etc.

#### Infrastructure

- dispersed settlement – high cost of infrastructure and service delivery;
- poor condition of rural access roads;
- no waste removal system in rural areas; and
- Inadequate provision of water, sanitation and electricity in rural areas.

The strategic focus areas of the Mbonambi Local Municipality therefore are:

- To facilitate the delivery of sustainable infrastructure and services
- To promote economic development and
- To promote social development

In order to achieve these goals the Council has implemented a number of sustained programmes of encouraging investments, meeting community needs by way of erecting pension pay points, community halls, access roads, electrifying streets, participating in public private partnerships, attracting industrial and commercial development and empowering especially women and youth initiatives.

The success of many of these initiatives are reflected



# PROJECTED INVESTMENT OF MBONAMBI/MFOLOZI MUNICIPALITY

Project	Project Milestone	Limitations/ Challenges	Suggested solution	Total	Responsible person	Timeframe
1. Umbani Power	Initial EIA stages	<ul style="list-style-type: none"> <li>Economic recession.</li> <li>Changes in DME regulations.</li> </ul>	Further engagement with DME.	R8 billion	MM, D:TS, Assistant Manager:DP/IDP	2009 to 2015
2. Moyamara Country Estate	Fully approved	Economic recession	Calculated project delay possible – mid 2010	R1, 5 billion	MM, D:TS, AM:DP/IDP Developer – Paul Larsen	2009 to 2012
3. Alflurco Plant	Final stages of the EIA	Objections from some members of the community.	Further community stakeholder engagement and lobbying.	R1 billion	MM, D:TS, AM:DP/IDP Deputy Mayor (uThungulu District Municipality for coordination) and the developer – Mr Chris Potgieter.	2009 to 2011
4. N2 Development	<ul style="list-style-type: none"> <li>Approved by the Development commission.</li> <li>Now at the final stage of the conveyancing.</li> </ul>	<ul style="list-style-type: none"> <li>Economic recession.</li> <li>Time delay</li> </ul>	Registration	R230 million	MM, Mayor, CFO, D:TS, IDP and developer – Prof Nxumalo	2009 to 2015

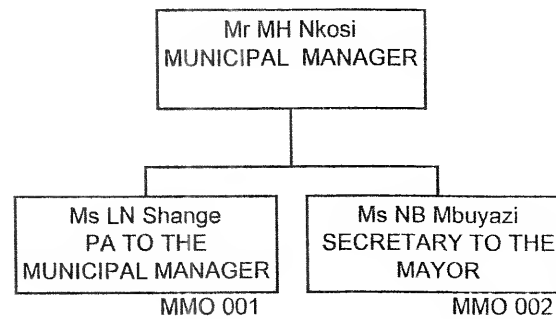
5. Mbonambi Cultural Village and Resort	Approved.  To be developed within the N2 development.	Economic recession		R20 million		2009 to 2011
6. Mapelane Tourism	Early stages of the EIA.	<ul style="list-style-type: none"> <li>• Time delay,</li> <li>• Land legal issues.</li> </ul>		R30 million	MM, Mayor, D:TS, AM:LED, Enanela	2010 to 2034
7. Cwaka Lodge		<ul style="list-style-type: none"> <li>• The Department of Agriculture approval.</li> <li>• Sourcing for the outside developer.</li> </ul>		R25 million	MM, Mayor, Speaker, AM:LED, Corporate Advantage.	2010 to 2013

# ORGANOGRAMS

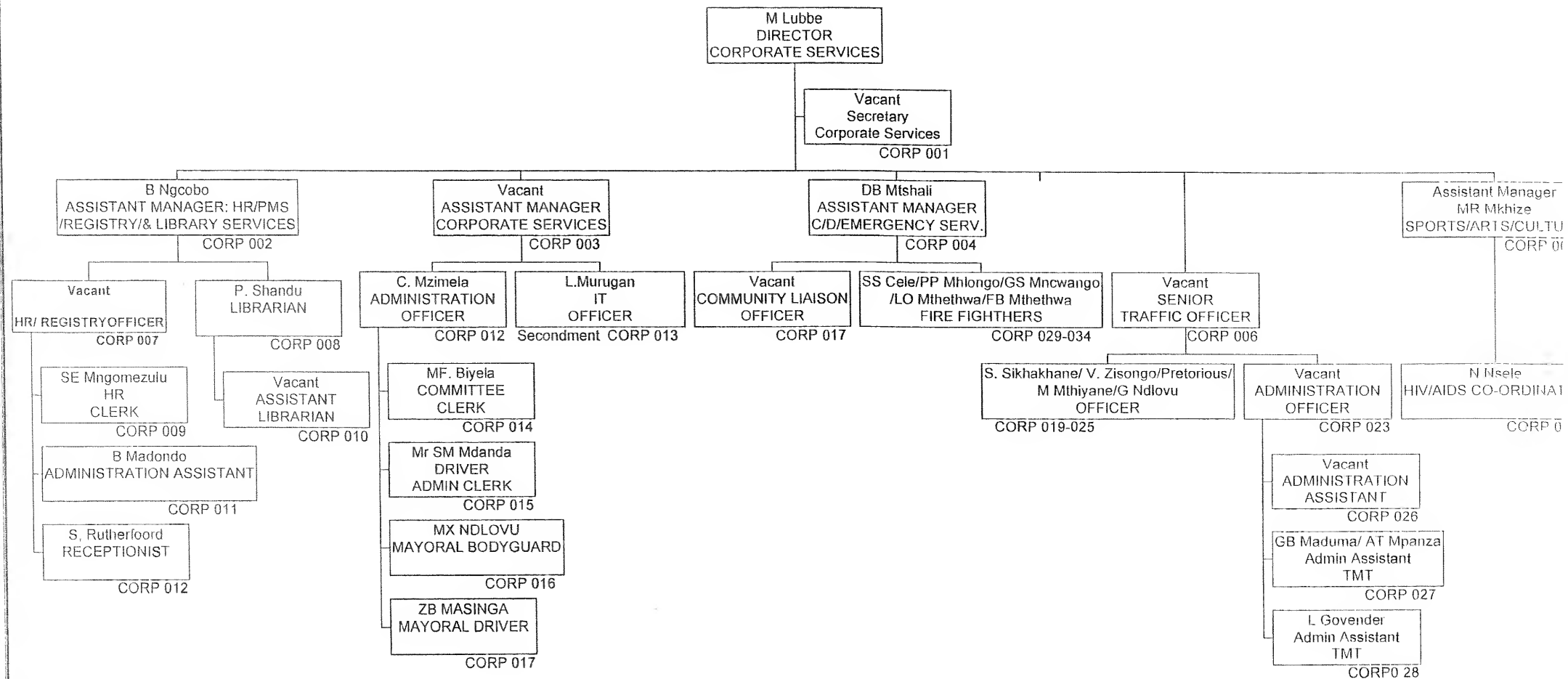


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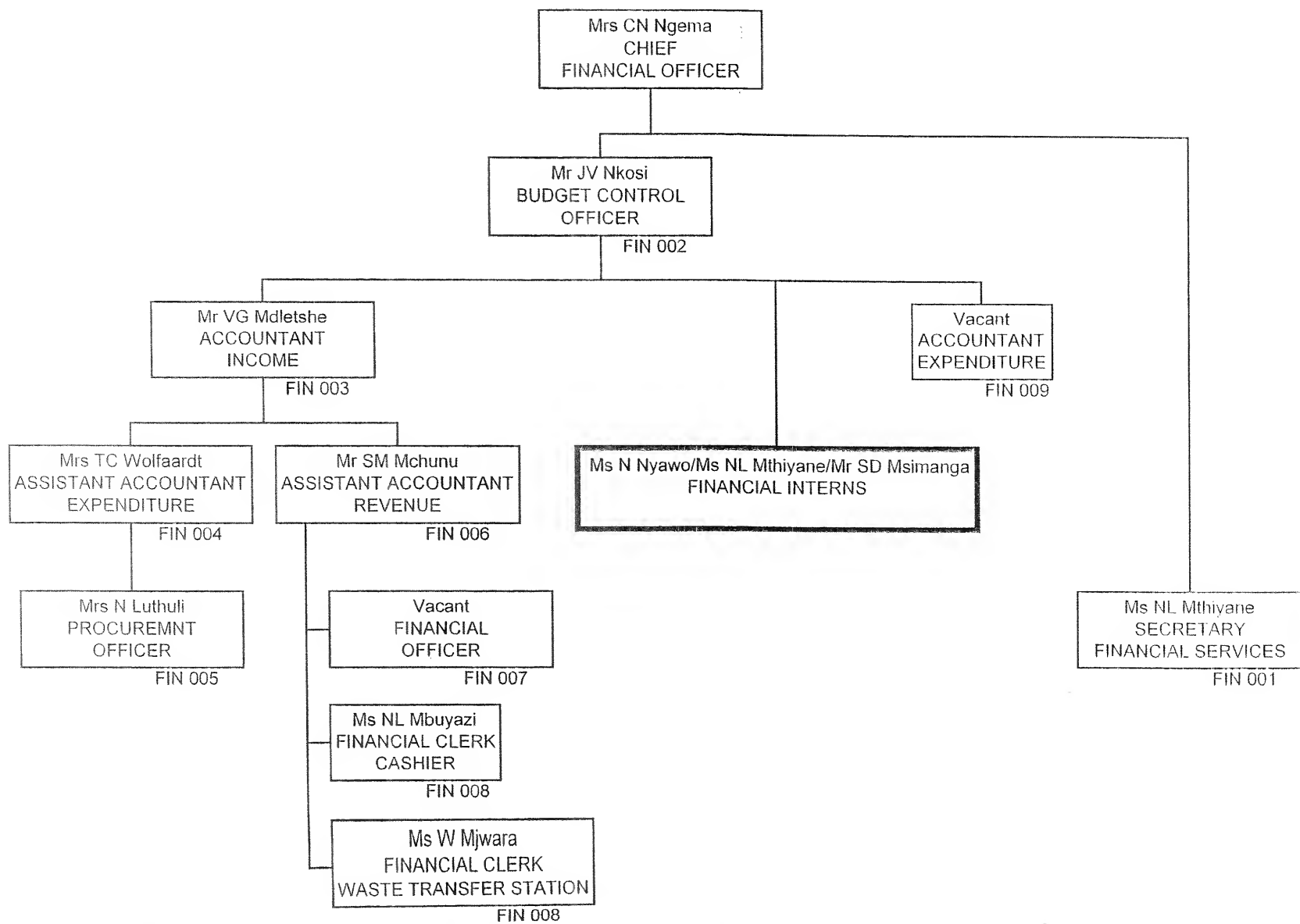
# MOONAMBI LOCAL MUNICIPALITY OFFICE OF THE MUNICIPAL MANAGER



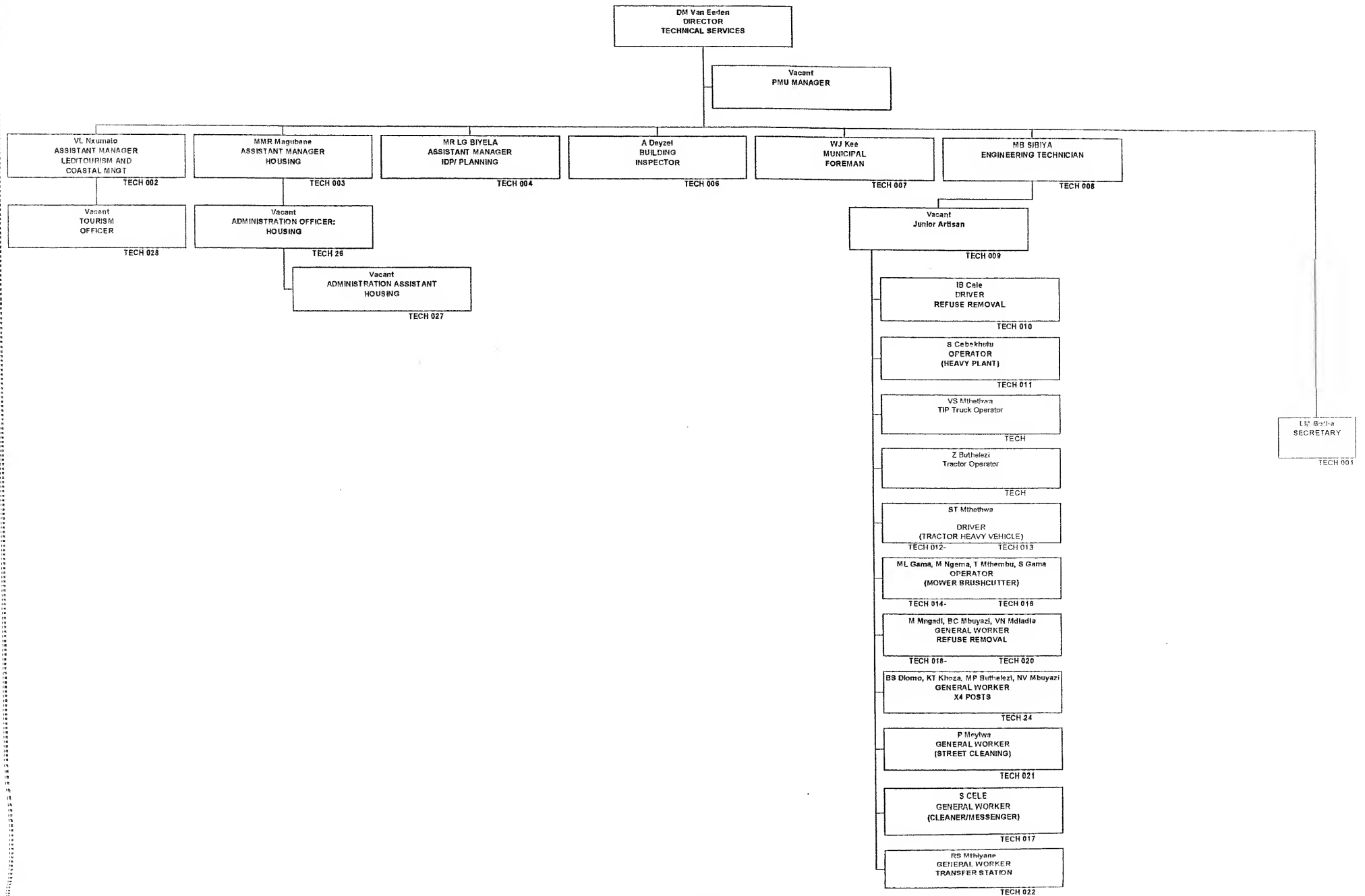




**MBONAMBI LOCAL MUNICIPALITY  
FINANCIAL SERVICES**



# TECHNICAL SERVICES



# PERFORMANCE INFORMATION



2008/9

STRATEGIC FOCUS AREAS, DEVELOPMENT GOALS, STRATEGIES  
AND OBJECTIVES

<b>Key Performance Area 1: Municipal Transformation and Organisational Development</b>	
<b>Development Goals</b>	
<ul style="list-style-type: none"> <li>▪ To facilitate the process towards achieving a development-orientated municipality</li> <li>▪ To build capacity among officials and councillors to lead and manage development throughout the Municipality</li> </ul>	
<b>Development Strategies</b>	<b>Development Objectives</b>
To develop staff and councillor skills to ensure effective service delivery	<ul style="list-style-type: none"> <li>▪ Continuously identify staff and councillor training needs</li> <li>▪ Revision and implementation of the Workplace Skills Plan</li> </ul>
To improve effective and efficient communication between internal staff and councillors	<ul style="list-style-type: none"> <li>▪ Implement Revised Communication Plan</li> </ul>
To improve productive and accountable staff through an effective Municipal Performance Management System	<ul style="list-style-type: none"> <li>▪ Amend and align PMS for Municipality for service delivery through the SDBIP</li> </ul>
To ensure that Organisational Structure of the Municipality is fully aligned with the Municipality's developmental mandate	<ul style="list-style-type: none"> <li>▪ Amend and align the Municipal Organisational Structure with the IDP/Budget.</li> </ul>

<b>Key Performance Area 2: Basic Service Delivery</b>	
<b>Development Goal</b>	
<ul style="list-style-type: none"> <li>▪ To facilitate the delivery of all other required infrastructure and services, such as water, sanitation, electricity, access roads, telephones, postal services, clinics, schools, community halls, sport fields and facilities, pension payout points, police stations, housing, etc. in a sustainable manner</li> </ul>	
<b>Development Strategies</b>	<b>Development Objectives</b>
To ensure the provision, upgrading and maintenance of Infrastructure and Services to address Backlogs	<ul style="list-style-type: none"> <li>▪ To ensure that water and sanitation needs are catered for in the UDM Water and Sanitation Development Plan (WSDP) and that its roll-out is programmed accordingly (including operation and maintenance)</li> <li>▪ To ensure, through liaison with ESKOM and UDM, that Mfolozi (Mbonambi)'s residents receive free basic electricity, and that the UDM Energy Sector Plan as it</li> </ul>

Key Performance Area 2: Basic Service Delivery	
	<p>relates to Mfolozi (Mbonambi) is implemented</p> <ul style="list-style-type: none"> <li>▪ To ensure the establishment of community, social and sport facilities according to public needs and that all municipal infrastructure is properly maintained through the preparation and implementation of an Integrated Municipal Services and Infrastructure Maintenance Plan</li> <li>▪ Conduct an audit on all current municipal roads and accordingly prepare and implement a Municipal Roads Maintenance Programme.</li> <li>▪ Prepare and implement a Municipal Pound Plan</li> </ul>
To ensure the provision of sustainable, affordable and suitably-located housing development	<ul style="list-style-type: none"> <li>▪ Implement the Mfolozi (Mbonambi) Housing Sector Plan in conjunction with the Department of Housing [subject to subsidy allocation (funding) from DOH to achieve this]</li> </ul>
To ensure co-ordinated service delivery from all service providers	<ul style="list-style-type: none"> <li>▪ To prepare and implement an Infrastructure and Services Provision Communication Strategy which details the roles and responsibilities of all service providers in the municipality, as well as assist with the co-ordination of such service delivery</li> </ul>
To ensure the provision of sustainable community facilities	<ul style="list-style-type: none"> <li>▪ Prepare and Implement a Municipal Community Facilities Plan (inclusive of an audit on all facilities, particularly pension payout points, and an Implementation Plan)</li> <li>▪ Prepare and Implement a Cemetery Sector Plan</li> <li>▪ Constant liaison with the Department of Health to ensure an acceptable level of primary health care in the Municipal Area</li> <li>▪ Prepare and Implement, in conjunction with UDM, a Municipal Integrated Waste Management Plan</li> </ul>

Key Performance Area 3: Local Economic Development	
Development Goal	
<ul style="list-style-type: none"> <li>▪ To promote socio-economic development and provide support to assist communities throughout the Municipality to cope with the combined impact of poverty and HIV/AIDS; and</li> <li>▪ To strengthen the local economy with particular emphasis on tourism, agriculture, commercial and light industrial development.</li> <li>▪ To ensure that an enabling environment for development in the Municipality is created;</li> <li>▪ To ensure the sustainable use of land and the natural environment</li> </ul>	
Development Strategies	Development Objectives
To ensure the appropriate and effective use of land through spatial planning initiatives and the implementation of the outcomes thereof	<ul style="list-style-type: none"> <li>▪ Finalise and implement 1<sup>st</sup> Phase of LUMS (town of Mbonambi)</li> <li>▪ Prepare and implement 2<sup>nd</sup> Phase of LUMS focusing on all areas of the Municipality outside of the formal town areas of Sokhulu, Mhlana and Mbonambi</li> <li>▪ Ongoing liaison with UDM and Coastal Management Working Group</li> <li>▪ Investigate the Status of District Management Areas in the Municipality</li> </ul>
Ensure the sustainability and protection of the Municipality's Natural Resources	<ul style="list-style-type: none"> <li>▪ Prepare and Implement the Municipal Integrated Environmental Program</li> <li>▪ Expand and implement Weed eradication programme into Rural Areas</li> </ul>
To minimize the effect of natural and other disasters on communities	<ul style="list-style-type: none"> <li>▪ Revise and implement the Mfolozi (Mbonambi) Municipal Disaster Management Plan</li> </ul>
To cater for the economic and social development needs of youth, women, the disabled and the aged members of communities	<ul style="list-style-type: none"> <li>▪ Ensure that the municipal Procurement Policy is gender and disabled sensitive</li> <li>▪ Ensure that Municipal Employment Equity Plan is gender and disabled sensitive</li> </ul>
To facilitate economic growth and development within the municipal area	<ul style="list-style-type: none"> <li>▪ Review and Implement Mfolozi (Mbonambi's) Local Economic Development (LED) Plan</li> <li>▪ In conjunction with Dept of Agriculture, from whom funding should be sourced, prepare and implement Municipal Agricultural Development Plan</li> <li>▪ Prepare Nodal Framework Plans for all Nodes, as identified in the revised SDF</li> <li>▪ Facilitate the establishment of the IDP Business Forum</li> </ul>
To market Mfolozi (Mbonambi)	<ul style="list-style-type: none"> <li>▪ Prepare and implement a Municipal</li> </ul>

Key Performance Area 3: Local Economic Development	
Municipal area to attract investment	Marketing Strategy
To promote Mfolozi (Mbonambi) as a tourism destination	<ul style="list-style-type: none"> <li>▪ Prepare and implement a Municipal Tourism Plan</li> <li>▪ Investigate the feasibility of Cross Border Tourism Initiatives – particularly along the coastal strip and the Mapelane area;</li> </ul>
To promote SMME development in the Municipality	<ul style="list-style-type: none"> <li>▪ Encourage SMME development.</li> <li>▪ Support the establishment of sustainable SMME development through establishing advisory centres, training and exposure to funding sources</li> </ul>

Key Performance Area 4: Municipal Financial Viability and Management	
<b>Development Goal</b>	
<ul style="list-style-type: none"> <li>▪ To ensure sound Financial Management that will ensure alignment with the Municipality's IDP, in order to ensure efficient, effective and sustainable development</li> </ul>	
<b>Development Strategies</b>	<b>Development Objectives</b>
Ensure that financial resources are efficiently and effectively allocated	<ul style="list-style-type: none"> <li>▪ Revise and implement Financial Plan</li> <li>▪ Ensure that the Budget (capital and operational) is aligned to the IDP (link to the preparation of Financial Plan, the Service Delivery Budget Implementation Plan (SDBIP) and the Integrated Capital Investment Plan)</li> <li>▪ Review Integrated Capital Investment Plan (i.t.o. Capital Investment Policy)</li> </ul>



Key Performance Area 5: Good Governance and Public Participation	
<b>Development Goal</b>	
<ul style="list-style-type: none"> <li>▪ To ensure that the developmental mandate of the municipality is understood by all the municipality's residents, role players and stakeholders; and</li> <li>▪ To ensure that the Municipality, as an organization, operates effectively and efficiently in a transparent manner</li> </ul>	
Development Strategies	Development Objectives
To facilitate community development and involvement in all aspects of local governance	<ul style="list-style-type: none"> <li>▪ Involve Ward Committees and Community Development Workers (CDWs) in the IDP processes</li> <li>▪ Conduct IDP Road Shows</li> </ul>
To promote active participation of all political role players	<ul style="list-style-type: none"> <li>▪ Introduce Joint Bi-annual meetings between Council and the Amakhosi in the Municipal Area to discuss issues of mutual interest</li> <li>▪ Prepare and implement a Reimbursive Policy for transport and related expenses</li> </ul>
To promote community health and safety	<ul style="list-style-type: none"> <li>▪ Establish Community Safety Forum</li> <li>▪ Prepare and implement a Safety Plan for the Municipal Area</li> </ul>

# OFFICE OF THE MUNICIPAL MANAGER

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATORS	PERFORMANCE TARGETS	ACHIEVEMENTS
1. Municipal Transformation and Institutional Development	Revised Performance Plans for section 57 managers, aligned with targets set in the IDP	Ensure that draft performance plans for 2008/2009 financial year are submitted to the mayor within specified timeframe as per MFMA after approval of the budget for the 2008/2009 financial year for approval by 31 July 2008.	Performance Plans submitted to His Worship the Mayor and signed on 17 June 2008
	Conduct Management meetings	Ensure conduction of 2 management meetings per month and approval of minutes of Management meetings monthly up to 30 June 2009	Management Meetings held more than bi-monthly and in most cases weekly with all managers. Minutes of these meetings are recorded and approved. (Manco's)
	Submit quarterly performance management reports to Council	Ensure that the Deputy Municipal Manager and Director Corporate prepare and submit quarterly PMS reports to Exco.	Exco Quarter report for Sept 08.  Exco Quarter report for Dec 08  Exco Quarterly report for March 09  ExCo Quarter report for June 2009
	Quarterly Performance feedback sessions by the Performance Panel with each section 57 staff member	Ensure the reporting on completed 2007/2008 financial year's performance assessment results to the office of the Auditor General by 30 September 2008	Performance assessment report included in the Annual Report.
		Ensure conducting of / and reporting on mid 2008/2009 financial year's performance assessment results per section 57 staff members.	Submit to Council the Annual Report.
	Prepare and submit Annual report for 2008/2009 completed financial year, including the Annual Organisation's Performance Report for approval by Council.	Submit Annual Report, including Annual Performance report and Audited Financial statements of 2008/2009 financial year to Council by 31 January 2010 for approval.	Item to be submitted to Council on January 2010.

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATORS	PERFORMANCE TARGETS	ACHIEVEMENTS
	Establishment of the Integrated Development Plan (IDP) Coordinator, and Internal Audit to the office of the Municipal Manager	Complete the allocation of the internal audit service provider (appropriate resources) by December 2008	<p>Internal Audit Unit Established. Allocation of internal audit service provider completed.</p> <p>Bid Adjudication Minutes Available.</p> <p>Notice of Establishment of Internal Audit Unit : Copy on file</p> <p>Establishment of Internal Audit Unit on file. Copy of Agreement on File. Item Appointment of Audit Committee on evidence file Minutes Bid Adjudication on evidence file.</p>

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATORS	PERFORMANCE TARGETS	ACHIEVEMENTS
	Report on the implementation of the Employment Equity Plan and meeting its targets and career planning plus succession planning policy and guideline development	Review Employment Equity plan annually by 30 April to determine whether targets approved by Council are reached and designate the Section 57 staff to implement, manage, and report quarterly progress to the LLF	<p>Quarterly report regarding employment equity progress submitted to ExCo.</p> <p>Review Employment Equity Plan in progress.</p> <p>Employment Equity Plan Done.</p> <p>(Skills Dev &amp; Implementation Plan 08/09 Workplace skills plan) Skills Dev submitted to ExCo.</p> <p>Implementation Employment Equity Plan and Recruitment Policy on file</p>
	Implementation and improvement on employment equity plan.	Ensure progress according to the Skills Development Plan by reporting quarterly on progress.	<p>Training Forums Meeting held</p> <p>Skills Dev Oct 08 to June 09 to be submitted July 09</p>
	Prescribed documentation published on Councils official web-site as required in terms of legislation.	Ensure that Chief Financial Officer and Direcorr Corporate Services publish required documentation on Council's website i.e. Section 57 staff performance agreements and plans, annual report, including annual performance report and audited annual financial statements, SDBIP, etc. and report quarterly to the Mayor on documentation published.	Website updated monthly by IT Officer.
2. Basic Service Delivery	Provision of efficient and effective service delivery to the community so that the operational and maintenance requirements are met in relation to all functional areas	Ensure improvement on basic service delivery i.e. number of households served with water, sanitation, solid waste removal and electricity, as reflected in the SDBIP and report quarterly on progress to the Mayor.	<p>Report on services backlog received from uThungulu to ExCo.</p> <p>Report Eskom Electrification Projects 2008/2009 submitted to ExCo.</p>
	Report on Progress on expenditure of MIG Funding allocated per financial year	Ensure that quarterly reports be prepared by the Director: Technical Services and submitted to Exco on the status of projects/activities funded by MIG.	Submitted to Technical Services Portfolio Committee Meetings and then to Exco

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATORS	PERFORMANCE TARGETS	ACHIEVEMENTS
3. Local Economic Development	Report on the progress of the preparation and review of the Spatial Development Framework, Strategic Environmental Assessment and Environmental Management Plan	Ensure that quarterly progress reports be prepared and submitted to Council on the Spatial Development Framework, Strategic Environmental Assessment and Environmental Management Plan	<p>Review on SDF included in review of Integrated Development Plan and submitted to all Councillors.</p> <p>Environmental Consultants appointed to assist with implementation of Strategic Environmental Assessment and Environmental Management Plan.</p> <p>SDF and SEA to be reviewed in the 2009/2010 financial year and incorporated with IDP</p>
4. Municipal Financial Viability and Management	Approval of a budget document for 2009/2010 financial year in accordance with the Municipal Finance Management Act, 2003	Ensure preparation and submission of draft 2009/2010 budget to Council by 31 March 2009	Budget has been approved by Council.
		Ensure preparation and submission of final 2009/2010 budget to Council for approval by 31 May 2009	Item submitted to Council
	Draft three-year Capital and Operational budget prepared and submit to Council.	Ensure the preparation of a three-year Capital and Operational budget for approval by Council by 31 March 09.	Item submitted to Council
	Submit Service Delivery and Budget Implementation Plan (SDBIP) and quarterly reports to Council	Ensure the preparation and submission of a SDBIP for 2009/2010 within specified timeframe as per MFMA from approval of budget to National Treasury	Budget approved
		Ensure the preparation and submission of quarterly SDBIP progress reports to Council within 30 days from end of each quarter	Submitted through the Financial Portfolio Committee monthly and Financial Management Meetings
	Monthly budget statements to the Mayor / EXCO	Ensure that the Chief Financial Officer prepare and submit monthly budget statements to the Mayor/ Executive Committee and Provincial Treasury by no later than 10 working days of each following month	Submitted to Financial Services Portfolio Committee and then to Exco Committee.

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATORS	PERFORMANCE TARGETS	ACHIEVEMENTS
	Annual financial statements for completed 2007/2008 financial year are submitted to the Auditor General by 31 August 2008	Designate the Chief Financial Officer to finalise and submit annual financial statements for completed 2008/2009 financial year to the Auditor General by 31 August 2008	AFS have been submitted to the Auditor General.
	Update and implementation of valuation roll by 30 June 2009.	Ensure updating and processing of supplementary valuation roll by 30 June 2009 in accordance with the Property Rating Act.	Valuation Roll in place
	Capital programme from own funding spent from year to year to be 80%	Ensure that 80% of Capital budget from own funding spent from year to year is achieved and report quarter progress to the Mayor.	80% of Budget from own funding spent by 12 June 2009.
	Targets set for all five National KPI's for the financial year met and reported on quarterly.	Report quarterly progress on the targets set for all five National KPI's and include in the annual performance report.	Fully detailed in the I D P Review 08/09 and Adopted by Council.
5. Good Governance and Public Participation	Review of the IDP conducted and that all stakeholder groups consulted by the target date.	Facilitate Public Participation Sessions and report back on the number of meetings conducted with the public for completion by 31 March 2009	Assistant Manager: IDP 09/10 IDP Review Consultative Process on file  Community needs set out in the I D P Review adopted by Council
		Ensure the review of the IDP and participation of all stakeholder groups by 31 March 2009	Item Submitted to Council.  Refer IDP process plan
	Submit the IDP to Council for approval before the final budget, 31 March 2007	Prepare and submit the IDP to Council for approval before the draft budget submission by 31 March 2008	Item submitted to Council
	Strengthening of the Ward Committee System	Ensure the improvement and strengthening of the ward committee system and report progress to the Mayor	Training undertaken in consultation with the Department of Local Gov. on an ongoing basis, lack of funding restricting progress.  Rules and Procedures for Ward Committees reviewed and submitted to
	Exco and Council resolutions implemented within the specified timeframes	Ensure the implementation of a municipal secretariat function as per project plan and report quarterly progress to the Mayor / Executive Committee	ExCo's held on a monthly basis while reports to Council is done on a quarterly basis.

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATORS	PERFORMANCE TARGETS	ACHIEVEMENTS
	Regular communication with communities on the achievement of targets set out in IDPs is carried out	Keep community up to date with the status on achievement of targets set out in the IDP through the media and provide quarterly evidence of communication to the evaluation panel.	IDP Stakeholder meetings held and performance of targets reported.  Communication Plan adopted by Exco

# OFFICE OF THE CHIEF FINANCIAL OFFICER

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATORS	PERFORMANCE TARGETS	ACHIEVEMENTS
1. Monitor and control the Municipality's budget and management accounts.	Effectively plan, execute and manage the budgeting process in accordance with the Municipal Finance Management Act, 2003.	Prepare and submit 2009/2010 draft budget to Council for approval by 22 March 2009 in terms of section 87 (1) of the MFMA	Budget has been submitted to Council and approved.
		Prepare and submit final 2009/2010 budget to Council for approval by 31 May 2008 in terms of section 87 (4) of the MFMA	Budget has been approved by due date.
		Review and submit report on related policies to Council by 30 March 2009	Submitted to Council
		Prepare and submit the Mid-Year Financial Review of the 2008/2009 budget in terms of S72 of the MFMA and the adjustments budget if required, by 25 January 2009	Submitted to Council
	Submit monthly and quarterly financial reports to the MM, Mayor and Council	Prepare and submit monthly financial reports to the Mayor in terms of section 71 of the MFMA within 10 working days after each month end	July – June 2009 Finance Committee agendas
	Produce annual financial statements that comply with applicable legislation (GAMAP/ GRAP)	Complete and formally submit the 2007/2008 financial statements to Auditor General by 31 August 2008	Submitted Financial Statements on 1 September as approved by Auditor General
	Prepare time schedules of key deadlines for 2008/09 budget	Submit time schedules to Management Committee and Exco before 25 August 2007	Submitted to Council
	Review Municipal Finance Management Act Implementation Plan	Prepare and Submit the Service Delivery and Budget Implementation Plan within 14 days after approval of the budget	Was part of the Council's draft budget document submitted to Council on 28 May 2008
	Maintain investment register	Submit quarterly report to Mayor in consultation with Exco, within 14 days from end of quarter.	3 <sup>rd</sup> Quarter on EXCO agenda for 4 May 2009 and last quarter will only be submitted in July 2009
2. Manage Revenue through compliance to legislation,	Prepare primary banking account details	Finalise and submit primary banking account details to Audit General and Provincial Treasury by 31 March 2009	Bank account details were submitted.
	Annually revise revenue policies	Prepare and submit revised credit and debt control policy for approval by 30 June 2009	Part of Budget report that was submitted to Council on 27 May 2009



KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATORS	PERFORMANCE TARGETS	ACHIEVEMENTS
implementation of internal controls, implementation and review of relevant policies and monitoring of grant funding		Prepare and submit revised indigent policy for approval by 30 June 2009	Policy have been revised and remain the same.
		Prepare and submit revised tariff structure to the MM and Exco by 30 June 2009	Part of Budget Report that was submitted to Council
	Improve debtors collection per targets	Identify and report on Debtor indicators by 30 June 2009	Debtor payment rate identified and new indicators identified.
		Submit monthly debtors collection reports to the Mayor in consultation with Exco not more than 14 days after the end of each month.	July –June 2009 Finance Committee agendas
		Monitor the non-payment rate of all outstanding monthly recurring rates and service charges to not exceed 35%.	July –June 2009 Finance Committee agendas
	Reporting of grants as gazetted	Submit monthly Grant reports on all DORA reportable grants received within 10 days	Monthly returns to National Treasury
3. Control Expenditure supply chain management, stock and asset management allowances.	Annual review of Supply Chain Management policy	Submit annual review report on the Supply Chain Management policy by 30 June 2009.	Review Report submitted to EXCO
	Annual review of Fixed Asset policy	Submit annual review report on the Fixed Asset Management policy by 30 June 2009.	Policy reviewed and remain the same.
	Supply Chain Management is controlled in terms of regulations, policy and procedures	Submit quarterly SCM reports within 14 days of end of each quarter.	Reports submitted monthly
	Administrate and maintain a fixed asset register	Generate annual exception reports before 30 June 2009.	Inventories submitted to Managers on May 2009 and exception reports will follow.
	Monitor the timely payment of creditors and salaries	Ensure that a monthly cash flow statement is submitted to Exco.	July – June 2009 Finance Committee agendas
		Monitor all variations on payroll and make sure it is paid by the 20 <sup>th</sup> of each month.	Variance file for July– June 2009
	Control and monitor stores centres by performing quarterly stock counts	Submit a monthly report to the Financial Portfolio Committee on slow moving and the 20 highest value stock items within 14 days after end of each month.	July –June 2009 Finance Committee agendas

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATORS	PERFORMANCE TARGETS	ACHIEVEMENTS
4. Departmental Management	Sufficient departmental response to internal audit and general enquiries and implement-approved recommendations timeously.	Respond to all internal audit enquiries and general enquiries and implement all approved recommendations within 30 days unless there is reason why implementation is not possible within 60 days.	Done for four quarters
	Management and staff are kept informed to ensure efficiency of staff	Ensure monthly departmental management meetings with staff and keep record of minutes of meetings	Meetings with middle management on a weekly basis when possible.

## OFFICE OF THE MANAGER CORPORATE SERVICES

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATORS	PERFORMANCE TARGETS	ACHIEVEMENTS
1. Diverse Administration Services	Organise and provide secretariat services (organize, produce and distribute documentation, agendas, minutes etc.) for Council, Exco and Portfolio Committee Meetings.	Compile and deliver agendas in accordance with Council's Standing Rules of Order (Keep record of all agendas and minutes for inspection). Present statistics quarterly to the performance evaluation panel.	Schedule of Council, Executive and portfolio Committee meetings available for inspection. Agenda and minute files kept in the office of the Secretary, Manager Corporate Services
	Manage Portfolio Committee System by scheduling of meetings, submission of agendas and keeping of minutes of meetings.	Schedule at least one portfolio committee meeting monthly per portfolio and submit agendas and minutes.	Corporate Services Meetings held on 1 <sup>st</sup> Friday of each month.
		Schedule at least one Exco meeting per month except for December and submit agendas and minutes	Executive Committee Meetings held as per schedule approved by Council.
		Schedule one Council meeting each quarter and submit agendas and minutes	Council Meetings held as per schedule approved by council.
	Ensure the drafting of an Access to Information Manual in terms of the Promotion of Access to Information Act 2 of 2000	Ensure an approved / gazetted updated access to information manual	Access to Information Manual approved by Exco
	Ensure an effective and efficient Delivery Service on all official communication material.	Manage all Council's external, internal communication and distribution of Council's communication material and submit quarterly statistics to the Corporate Services committee.	Quarterly statistics reports regarding communication submitted to Corporate Services on 08 October 2008, 13 January 2009, 04 March 2009, 11 May 2009, and 08 July 2009.
	Ensure an effective and efficient Printing and Photocopy Services	Ensure that all printouts and photocopies are made available timeously and report quarterly to the Corporate Services Committee on the utilisation of printing and photocopy material	Quarterly reports regarding printing submitted to Corporate Services as schedule approved by council
	Maintain Council policies and delegated powers.	Update Council policies and delegated powers as result of Council resolutions impacting on policies.	Policy and delegated powers submitted to the Executive Committee

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATORS	PERFORMANCE TARGETS	ACHIEVEMENTS
	Manage and administer the provision of library services to the community	Manage the provision of the library service and provide all relevant statistics to the Corporate Services Committee on a bi-monthly basis.	Reports submitted to ExCo.
2. Human Resource Management Services	Ensure implementation of the employment equity plan	Ensure that 75% of appointments are made in line with the employment equity plan and submit quarterly update report to the Local Labour Forum	Reports regarding employment equity submitted to ExCo.
	Ensure that recruitment, selection and retention policies are implemented.	Ensure that vacancies are dealt with in terms of recruitment and selection policy and report recruitment progress to the Local Labour Forum on a quarterly basis	Reports regarding recruitment progress submitted to the Local Labour Forum.
	Formulation of updated Human Resources policies	Submit revised and new Human Resources Policy to Council.	S & T Policy, Staff Bursary Scheme Policy and Acting Allowance Policy approved by the Executive Committee.
	Ensure Implementation of the Skills Development Plan	Successful implementation of Workplace Skills Plan (WSP): 01/07/2008 - 30/06/2009	Workplace Skills Plan being implemented. Training implemented in line with Training Schedule.
		Submit quarterly training report to ExCo.	Training reports submitted to ExCo.
		Compilation of Skills Audit: Staff & Councillors by 30 April 2009.	Skills Audit for Staff and Councillors.
		Compilation of Annual Training Report	Annual Training reports submitted to ExCo.
		Compilation of Workplace Skills Plan (WSP) for 2009/2010 by 31 May 2009.	Workplace Skills Plan submitted to ExCo.
		Approval of the Annual Training Report (ATR) & Workplace Skills Plan (WSP) for 2009/2010	Submitted to ExCo the ATR & WSP
		Submission of approved Workplace Skills Plan (WSP) to Local Government Seta (LGSETA) by 30 June 2009.	Draft letter prepared for submission to Local Government Sector Authority (LGSETA)
3. Legal Support	Ensure that an effective Legal support services is delivered timeously when requested	Ensure that Legal Services support requests are met timeously.	Reports regarding legal services submitted to ExCo.
	Manage the Legislation adopted by Council	Report to Executive Committee regarding all Councils' By-Laws.	Reports regarding Council Bylaws submitted to the Executive Committee

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATORS	PERFORMANCE TARGETS	ACHIEVEMENTS
4. Public Relations and Communications	Service Provider appointed to work with incorporating all ongoing operational communication and brand management initiatives of the Council	Ensure improvement of Municipality's public image by communicating in a transparent effective and pro-active manner.	Reports submitted to Exco.
	Manage events and road shows to promote community participation in municipal initiatives, demonstrate service delivery and enhance Mfolozi's public image throughout the municipal area	Manage events and road shows to promote community participation in municipal initiatives, demonstrate service delivery and enhance Mfolozi's public image throughout the municipal area	Assisted Mayoral office with road shows, handover of projects and sod turnings. List of functions attended is attached.
	Market all IDP projects to all relevant stakeholders using a wide variety of communication channels dependant on the identified target audience inclusive of radio slots and monthly printing and distribution of newsletters	Promote synergies with the private and public sector by identifying most relevant communication channels and report on initiatives to the MM on a quarterly basis	Schedule of radio slots and newspaper articles attached. Council newsletter compiled and distributed in June 2009

## COMMUNITY SERVICES

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATORS	PERFORMANCE TARGETS	ACHIEVEMENTS
1. Strategical plan, lead, direct and manage the Community Services Department	To expand the organisational structure and capacity (align the departmental structure and institutional arrangements to ensure efficient service delivery	Ensure an appropriate organisational structure for the Corporate / Community Services Department in place by 30 June 2009.	Negotiations through SALGA, SAMWU and IMATU concerning Job Evaluations are near to completion, which will affect the Department of Community Services organigram.
	Hold Corporate / Community Services Departmental meetings to ensure efficiency of staff.	Hold monthly Departmental meetings and keep record of minutes of meetings to ensure that staff is efficiently utilised.	Monthly meetings held. Daily working meetings were also held which proved to be more productive.
	Ensure sufficient departmental response to internal audit and general enquiries and implement approved recommendations timeously.	Respond to all internal audit enquiries and general enquiries and implement all approved recommendations within 30 days unless there are reasons why implementation is not possible within 60 days.	To facilitate a clear audit for the year.
	Give input into the departmental budget document for 2009/2010 financial year in accordance with the Municipal Finance Management Act, 2003	Prepare and submit a departmental budget for 2009/2010 financial year.	The Service Delivery Plan of the Department of Community Services was submitted and based on the IDP, Capital Cashflow schedule, all of which is in accordance with the Procurement Regulations of the Municipality.
	Draft and Submit departmental Service Delivery and Budget Implementation Plan (SDBIP)	Prepare and submit departmental SDBIP within specified timeframe as per MFMA .	SDBIP submitted to ExCo.
	Inspection of all Food Premises	Inspect all food premises at least once per quarter and submit quarterly report to portfolio committee.	
3. Recreation, sport and cultural services	Develop structures	Proactively address the promotion of sport via the establishment of sport structures.	The Kwanaloga Municipal Games were a great success and the Mfolozi Municipality, through its Sports Committee and the municipality, arranged full participation and sponsored participants from the urban and rural areas.

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATORS	PERFORMANCE TARGETS	ACHIEVEMENTS
	Organize major sport event	Ensure that 1 annual major sport event is organized by 30 June 2009, and present quarterly progress to the performance evaluation panel	
4. Disaster relief assistance	Manage and plan supply of standardized food parcels	Ensure effective and efficient supplies of food parcels and report quarterly to the community services portfolio committee	Disaster Relief Assistance in terms of food parcels were distributed throughout the year in times of disaster.
	Ensure effective and efficient administration and maintenance of food parcels	Submit report to ExCo.	
5. Community Service Desks.	Ensure effective and efficient delivery of an HIV/Aids assistance/support to the community	Drive the supply of food parcels and grants-in-aid.	Assist NGO's, CPO's registered with the municipality through the LAC as an intervention measure in the fight against HIV/AIDS in the rural areas.
	Ensure effective and efficient delivery of an Arts and Culture assistance/support to the community	Arrange and support Art and Culture events in the Municipal area.	the annual Zulu Dance competition was well attended.
	Ensure effective and efficient delivery of a Sport assistance/support to the community	Arrange and support sport events in the municipal area.e	
	Ensure effective and efficient delivery of a Youth assistance/support to the community	Arrange and support youth events in the municipal area	Youth are counselled on HIV/AIDS, education, crime.

## OFFICE OF THE DIRECTOR TECHNICAL SERVICES

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATORS	PERFORMANCE TARGETS	ACHIEVEMENTS
1. Strategically plan, lead, direct and manage the Engineering Services Department's staff to enable them to meet their objectives	To expand the organisational structure and capacity (align the departmental structure and institutional arrangements to ensure that the department carry out its functions)	Ensure an appropriate organisational structure for the Engineering Services Department in place by 30 June 2009	Submitted to HR.
	Manage the operational and capital budget for the Engineering Services Department	Ensure departmental expenditure on CAPEX within 75% and OPEX within 75%	All funds have been spent for CAPEX projects and OPEX; there are even no funds for emergency work.
	Plan and Budget for the strengthening of PMU planning and project management functions (urban and rural).	Ensure that the PMU unit is established, functioning and bi-monthly meetings held and submit minutes to MM and EXCO.	Monthly PMU Meetings are held and reported to TSPC and ExCo and Council
	Plan, budget and implement the development of a service delivery strategy for the deep rural areas (an integrated service delivery plan.	Develop and finalise a service delivery strategy, policy and procedural guidelines for the deep rural areas.	CIP and Infrastructure Investment Plan to be developed.
	Hold Technical Services Departmental meetings to ensure efficiency of staff.	Hold forth monthly Departmental meetings and keep records of minutes of meetings to ensure that staff is efficiently utilised and submit minutes to the MM	Quarterly meetings are held and reported to ManCo.
	Ensure sufficient departmental response to internal audit and general enquiries and implement approved recommendations timeously	Respond to all internal audit enquiries and general enquiries and implement all approved recommendations within 30 days unless there is reason why implementation is not possible within 60 days.	Response are sent via the MM's office to the Internal Auditor which causes a delay, but resolved to respond directly to the IA..



KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATORS	PERFORMANCE TARGETS	ACHIEVEMENTS
2. Manage Technical Services operations, external consultants and contractors.	Project documentation including budgets to be in place and available for inspection/auditing	Ensure that all project documentation be ready to be audited by the internal auditors. Submit quarterly status reports to Technical Services Portfolio Committee.	<ul style="list-style-type: none"> <li>• Projects files are in the office of CFO.</li> <li>• Progress reports of all projects are discussed in TSPC and EXCO.</li> <li>• Meetings with Engineering Consultants and Contractors are held regularly for progress on projects.</li> </ul>
	Progress against capital and operational plans to be provided- progress plan to be in line with plan from both the time and budgetary perspective	Ensure that progress of projects is on target as determined by project plans and schedules. Project status reports as per capital contract reports reflected in SDBIP	<ul style="list-style-type: none"> <li>• SDBIP had to be revised after cash flow problem was addresses.</li> <li>• SDBIP was submitted to TSPC.</li> <li>• Some targets were met.</li> <li>• Community handover meetings had been held of all projects completed.</li> </ul>
3. Ensure the delivery of a Building Inspectorate and Building Control Service	Ensure all development applications successfully handled within the period stipulated by Town Planning Ordinances and National Building Plan Regulations and Standards Act.	Ensure the functioning of the Building Evaluation Committee (BEC) and report quarterly on the number of relaxation applications granted to the Technical Services Portfolio Committee	<u>Dates of meetings:</u> <u>No applications were received</u>
		Report monthly on building plans evaluated, approved and occupational certificates issued by the Building Control to the Technical Services Portfolio Committee	Reports in the Technical Services Portfolio committee and minutes of meetings to the Executive Committee.
		Report monthly to the Municipal Manager on the number of properties inspected by the Building Control unit during monthly routine inspections	Memoranda with all properties inspected are sent to the Municipal Manager. (ongoing)
	Ensure the maintenance of Council owned Buildings	Ensure that all requests for maintenance to council buildings are attended to, regular maintenance carried out.	Requests are attended to timeously and within the budget.

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATORS	PERFORMANCE TARGETS	ACHIEVEMENTS
	Ensure development facilitation in terms of the Development Foundation Act (DFA)	Ensure that applications received from the Ingonyama Trust Board (ITB) are dealt with in terms of the Development Facilitation Act	Approved applications are reported to the TSPC.
	Ensure maintenance of the Roads Infrastructure	Report quarterly to the TSPC on number of kilometres of access roads resurfaced.	In the TSPC and SDBIP
4. Ensure the delivery of a waste management service to the community	Ensure a refuse service to disposal site	Ensure domestic refuse collection to households twice a week in Kwambonambi	Households waste removal services is rendered to all urban suburbs.
		Ensure collection service twice a week in the CBD of Kwambonambi	In progress, the service is rendered to avoid health issues.
	Ensure delivering of a street cleaning and litter collection service	Ensure a daily street cleaning and litter collection service in the CBD and urban areas of Kwambonambi and report quarterly to the engineering services portfolio committee.	In progress, the service is rendered only during normal working hours due to constraints on overtime.
	Street lighting services	Ensure that 80% of general street light faults are restored within 48 hours.	Street lights are regularly checked by the standby staff and reported to Eskom as part of their service agreement.
		Ensure that street light failures due to cable theft are restored within 3 weeks	No street light failures due cable theft. Not even 2%.
5. Ensure mechanical availability of vehicles and plant	Mechanical availability of vehicles and plant by ensuring maintenance is performed as per schedule	Ensure that the average mechanical availability of plant and vehicles are above 85%	Vehicle planned maintenance in place to ensure vehicles are services in time and means are made for other vehicle to be used while other on service.

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATORS	PERFORMANCE TARGETS	ACHIEVEMENTS
6. Ensure an effective and efficient departmental Administration and GIS support service	Delivering of GIS capturing of coordinates / datasets pertaining to technical services	Ensure the capturing of coordinates / datasets on the GIS pertaining to engineering services and report quarterly to the engineering services portfolio committee	Due to staff turnover, training is necessary to capacitate new staff.

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# UNAUDITED FINANCIAL STATEMENTS



2008/9

# Annual Financial Statements

for

## MBONAMBI MUNICIPALITY

for the year ended 30 June 2009

Province:

KwaZulu Natal

AFS rounding:

R (i.e. only cents)

### Contact Information:

Name of Municipal Manager:	Mandla Nkosi
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Name of Chief Financial Officer:	Cynthia Ngema
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Contact telephone number:	(035) 580-1421
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Contact e-mail address:	nkosim@mbonambi.co.za
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Name of contact at provincial treasury:	Una Rautenbach
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Contact e-mail address:	una.rautenbach@kzntreasury.gov.za
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Name of relevant Auditor:	Auditor General
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Name of contact at National Treasury:	Unathi Ndobeni
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Contact telephone number:	unathi.ndobeni@treasury.gov.za
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**MBONAMBI MUNICIPALITY**  
**ANNUAL FINANCIAL STATEMENTS**  
for the year ended 30 June 2009

**General information**

**Members of the Executive Committee**

CLLR ME MTHETHWA	Mayor
CLLR TM BIYELA	Deputy Mayor
CLLR JM ZULU	Speaker
CLLR GGG MTHETHWA	Member of the Executive Committee
CLLR BT MNQAYI	Member of the Executive Committee
CLLR FPB MPUNGOSE	Member of the Executive Committee

**Municipal Manager**

MR MH NKOSI

**Chief Financial Officer**

MRS CN NGEMA

**Grading of Local Authority**

GRADE 2

**Auditors**

Auditor-General

**Bankers**

ABSA BANK

MBONAMBI MUNICIPALITY  
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for the year ended 30 June 2009

General information (continued)

Registered Office:	MUNICIPAL BUILDING
Physical address:	25 BREDELIA STREET MBONAMBI 3915
Postal address:	P.O. BOX 96 MBONAMBI 3915
Telephone number:	(035) 580-1421
Fax number:	(035) 580-1141
E-mail address:	<a href="mailto:nkosim@mbonambi.co.za">nkosim@mbonambi.co.za</a>

**MBONAMBI MUNICIPALITY**  
**ANNUAL FINANCIAL STATEMENTS**  
for the year ended 30 June 2009

**Approval of annual financial statements**

I am responsible for the preparation of these annual financial statements, which are set out on pages 5 to 35, in terms of Section 126(1) of the Municipal Finance Management Act and which I have signed on behalf of the Municipality.

I certify that the salaries, allowances and benefits of Councillors, loans made to Councillors, if any, and payments made to Councillors for loss of office, if any, as disclosed in note 20 of these annual financial statements are within the upper limits of the framework envisaged in Section 219 of the Constitution, read with the Remuneration of Public Officer Bearers Act and the Minister of Provincial and Local Government's determination in accordance with this Act.



Municipal Manager

7 November 2009